

SCOTTSDALE PUBLIC LIBRARY ADVISORY BOARD
MEETING MINUTES
Arabian Library Classroom
June 21, 2006

Members Present: Camille Schmidt, Chair
Judy Lewis, Secretary
Paul Lison
Karen Quinn
Linda Tardie
Nancy Walker

Members Absent: Denise Dowers, Vice Chair

Others Present: Rita Hamilton, Library Director
Mary Johnson, Library Operations Manager
Carol Damaso, Public Services Manager
Kathy Coster, Manager for Innovation
Cheryl Thomsen, Library Administrative Coordinator
Melissa Tornquist, Community Relations Coordinator
Mary Warner, Administrative Secretary
Martha Ecton, Scottsdale Citizen

CALL TO ORDER

Ms. Schmidt called the meeting to order at 3:30 p.m.

APPROVAL OF MINUTES

Ms. Schmidt asked for any additions or corrections to the minutes of the May 17, 2006 meeting. Mrs. Tardie noted that she was absent from the May meeting although she is listed as being both present and absent. No other corrections were noted. Ms. Schmidt then called for a motion to approve the minutes as corrected. Mrs. Tardie so moved. Mrs. Lewis seconded, and the motion passed 6-0.

LIBRARY STAFF REPORTS OF CURRENT EVENTS (A.R.S. 38-431.02 (K))

Monthly Statistical Report – Cheryl Thomsen

Monthly Statistical Review

	<u>May 2005</u>	<u>May 2006</u>	<u>% Change</u>
Items Circulated	178,903	185,916	+3%
YTD Circulation	1,960,947	1,972,495	0%
Attendance	115,932	128,985	11%
YTD Attendance	1,347,252	1,281,464	-5%

The Gift & Memorial Trust Account received \$85 for the month; expenses were \$24,174. In the Library Book Sale Special Revenue Account, May income from sales was \$14,694 and expenditures were \$32,445.71.

In May 2006, volunteers donated 2,772 hours to the Library, and the public access computers were used 40,488 times.

Library Director's Report – Rita Hamilton

Ms. Hamilton welcomed the Board members to Arabian Library. She introduced the library's new Community Relations Coordinator, Melissa Tornquist. Ms. Hamilton reported that the construction contract for the new Arabian Library was awarded by City Council; construction should begin in late summer 2006 and the grand opening is scheduled for Fall of 2007.

Ms. Hamilton thanked the Board for supporting the Appaloosa Library site at Silverstone when it was reviewed at a recent City Council meeting. She reported that over 200 emails were received by City Council in favor of this project, and said the Board and the Friends of the Library Board and their networking were instrumental in conveying to the Council how important the proposed library is to North Scottsdale residents. The Appaloosa Library project reconsideration was withdrawn. The project will be assigned a Capital Projects manager who will issue a request for proposal and start the design process.

Ms. Hamilton said the remodel project of the Civic Center Library and Mustang Library entry areas will be implemented with capital improvement money. These will simplify the service areas for customers, including a café for Civic Center Library and a Teen Center at Mustang.

Ms. Hamilton said she attended the Friends of the Library board strategic planning retreat where they looked at priorities to focus on for the coming year. They selected three major areas:

- 1) to increase their membership;
- 2) to support library projects and programs –
 - a.) create interactive spaces for children that promote early literacy;
 - b.) fund a café at Civic Center Library;
 - c.) complete the Teen Learning Center (Knowasis) outdoor patio;
- 3) become a more effective organization.

How'd We Do? Customer Feedback Report – Rita Hamilton

Board members discussed the comments submitted by library customers across the library system. Mrs. Walker questioned the presence of petitioners outside the library entrance. Board members commented on the complimentary letter from a customer about the Bookbites program. Ms. Hamilton said she would provide statistics on the Bookbites program.

Library Services Highlight: Meeting Room Services – Carolyn Malhoit

Mrs. Malhoit discussed the number of meeting rooms available to the public in the library system and how room reservation requests are handled. She listed the criteria as defined by the City of Scottsdale for renting space, including categories of profit/not-for-profit, resident or non-resident and explained the fee structure. Mrs. Malhoit said that the room rate as set by the City is low compared to other rentable commercial meeting space, and the profit from renting meeting space within the library buildings topped \$40,000 last year.

ITEMS REQUIRING BOARD ACTION

Expenditures

June 2006

Audio System – CCL Auditorium	\$ 35,000
YS Teen Events	3,200
CCL Tables & Chairs for Gold & Silver Rooms	6,000
CCL Folding Chairs, transport and storage	7,500
Portable Audio System - Arabian	200
DVD Scanners & Cleaning Products	6,606
Digital Microfilm Reader	<u>6,700</u>
Total	\$ 65,206

Ms. Hamilton pointed out a typographical error on the proposed expenditures listed on the Board agenda showing the YS Teen Event expenditure as \$6,000, when the correct amount should read \$3,200, changing the total to \$65,206. After discussion, Ms. Schmidt asked for a motion to approve the June 2006 proposed expenditures as corrected. Mrs. Quinn so moved; Mrs. Lewis seconded, and the motion passed 6-0.

Co-Sponsorship Application

Ms. Hamilton explained the application for “The Play’s the Thing” by the Brandeis University National Women’s Committee to meet at Mustang Library on a monthly basis to read and discuss plays. If approved by the Board, the room would be occupied free of charge and the monthly meeting would be listed in the Library Event Calendar. After discussion, Ms. Schmidt called for a motion to approve the Co-Sponsorship Application of the Brandeis University National Women’s Committee to conduct monthly meetings at Mustang Library titled “The Play’s the Thing.” Mrs. Tardie so moved; Mrs. Walker seconded and the motion passed 6-0.

Bill & Melinda Gates Foundation Grant Acceptance

Ms. Hamilton said the library is asking the Board to recommend to City Council that they approve the acceptance of a grant for \$20,400 from the Bill & Melinda Gates Foundation. Ms. Hamilton explained that the Bill & Melinda Gates Foundation awarded the Scottsdale

Public Library System an initial grant that was used to create the Civic Center Library Computer Lab that is used for public computer classes. This grant of \$20,400 will be used to add eight additional public use computers to the library. The library's acceptance of any gift or grant over \$20,000 must be approved by City Council. Ms. Schmidt called for a motion to recommend to City Council that they approve the acceptance of the \$20,400 Gates Foundation Grant. Mrs. Walker so moved; Ms. Quinn seconded and the motion passed 6-0.

Copier/Printer Fees Policy – revised

Ms. Hamilton explained that this policy was revised to update the fees charged by the current vendor and eliminate the reference to copier cards. Ms. Schmidt called for a motion to approve the revision to the Copier/Printer Fees Policy. Mr. Lison so moved; Mrs. Tardie seconded and the motion passed 6-0.

Lost & Found Policy - revised

Ms. Hamilton explained that because of revised City cash handling procedures, lost and found items can no longer be stored in the safe. The policy was changed to reflect the use of a locked cabinet to store lost and found items. Ms. Schmidt called for a motion to approve the revision to the Lost & Found Policy. Ms. Quinn so moved; Mrs. Walker seconded, and the motion passed 6-0.

Unattended Children Policy - new

Ms. Hamilton explained that although this is a new policy to be placed in the Library Policy Manual, it documents the established practices of library staff with regard to children who are left unattended in the library and are either causing disruption or may be in danger. After discussion, Ms. Schmidt called for a motion to approve the Unattended Children Policy. Mrs. Lewis so moved; Mr. Lison seconded, and the motion passed 6-0.

Fines & Fees Policy - revised

Ms. Hamilton explained that City Council raised the \$15 charged by the City for a non-sufficient funds returned check to \$25, effective immediately. The library system must now charge the new rate for returned checks. Since there was insufficient notice for this item to be included on the board agenda, Ms. Hamilton asked the Board for their verbal consent to approve the immediate change of the NSF charge from \$15 to \$25, and said the library will agendize the revised policy at the next meeting. By a show of hands, the board members approved the change in the NSF charge 6-0.

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INFORMATIONAL ITEMS

Open Call to the Public (ARS38-431.02)

Mrs. Martha Ecton thanked the Board members for their support of the Appaloosa Library site at the City Council meeting.

Summer recess – July & August

Next meeting September 20, 2006 – Civic Center Library

Ms. Schmidt called for a motion to adjourn. Mr. Lison so moved; Ms. Quinn seconded and the motion carried 6-0. There being no further business, the meeting was adjourned at 4:32 PM.

Respectfully submitted,

Mary Warner, Administrative Secretary